EDUCATION THAT WORKS

Forsyth Tech

COMMUNITY COLLEGE

1999 - 2000

Entering the 21st Century

Student Handbook & Calendar

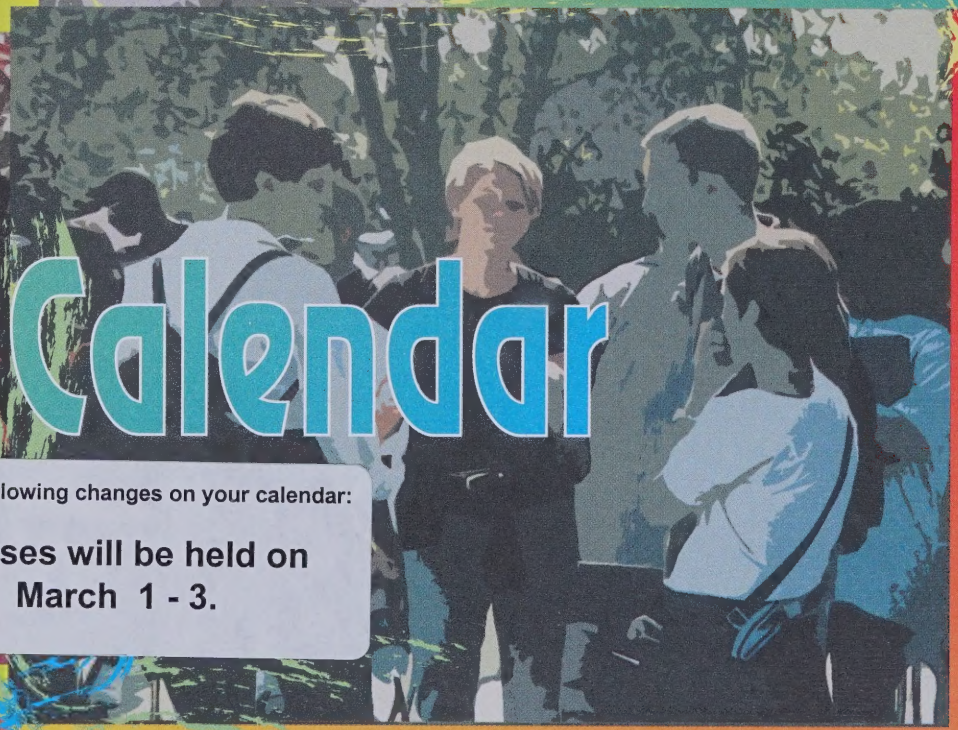
Name _____

Curriculum _____

Advisor _____

Office Location _____

Phone # _____



Make the following changes on your calendar:

Classes will be held on March 1 - 3.

Table of Contents

Student Activity Fees 1
Campus Map 2
Campus Phone Extensions 3
Mission and Purpose 4
Where Do I Go If I 5
Academics 7
Services for Students 15
Tuition, Fees, and Refunds 19
Student Financial Services 21
Student Code of Conduct and Responsibilities 21
Infectious Disease Policy 27
Drug-Free Student Policy 29
Crime Awareness and Campus Security Act 29
Family Educational Rights and Privacy Act of 1974 29
Parking or Traffic Appeal Procedure 29
Use of Facilities 31
Computer Software Copyright Policy 31
Acceptable Use Agreement for Computer Network Accounts 31
Student Activities 32
Constitution (SGA) 33

All information in this publication is subject to change without notice.

The **Student Government Council** welcomes you to Forsyth Technical Community College. We also welcome you to membership in SGC. All students who enroll and pay the $9.00 activity fee are members in good standing and are afforded all of the rights and privileges of general membership.

For more information concerning SGC, see pages 32 through 34 and the back cover.

Meet **Technical Tiger**, the official mascot of Forsyth Technical Community College.

The idea for Technical Tiger was developed by the Forsyth Tech student activities staff and given to Winston-Salem artist Clevell Harris. The Board of Trustees officially adopted the mascot on Thursday, April 20, 1995.

Clevell Harris retains the copyright and SGA owns the character. The following rules apply to using Technical Tiger: 1) Any use of the character must be approved by the Student Government Association; 2) Technical Tiger may not be used for profit by any private company or individual unless licensed by the SGA and the artist.

The Student Government Association of FORSYTH TECH hopes that the college and the community will enjoy Technical Tiger for many years. In the words of one member of the Board of Trustees, "We think he's grrrrreat!"

Do you know that your STUDENT ACTIVITY FEES pay for all this?

SALARIES
Student Activities Supervisor
Student Activities Secretary
Recreation Advisor
Basketball Coach
Softball Coach
Volleyball Coach
Employee Benefits

ACTIVITIES
Spring Fling
Fall Festival
Dr. Martin Luther King, Jr.'s Birthday Celebration
Face to Face with Dr. Wallin
Technically Speaking
Bowling League
Fall and Spring Golf Tournaments
Night Student Appreciation

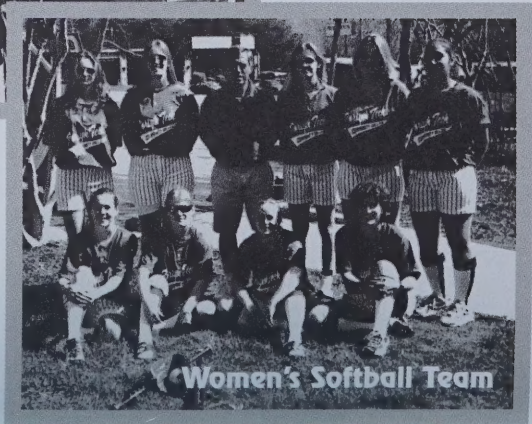
BASKETBALL TEAM
Gym Fees
Referees
Uniforms
Travel Expenses
League Dues
Equipment

SOFTBALL TEAM
Field Rental
Uniforms
Umpires
Equipment
Pitching Machine

VOLLEYBALL TEAMS
League Fees
Uniforms
Equipment

GRADUATION (Spring and Summer)
Caps and Gowns
Tassels
Diplomas and Covers

OTHER
Student ID System
Tom Mayerchak Scholarship
Angel Tree
Student Handbook
Music License
Recruitment Mailers
State SGA Membership Dues
Fall and Spring Conferences
Office Supplies
Computer Equipment



PAYMENT SCHEDULE FOR TUITION/FEES
Fall Semester 1999

$ **Tuition/fees must be paid at the Cashier's Office in Ardmore Hall Thursday, July 8 through Thursday, August 12. The office hours are 8:30 am - 7 pm, Monday - Thursday and 8:30 am - 2 pm, Friday.**

Failure to pay, charge, or process vouchers for your tuition/fees by 7 pm, Thursday, August 12 will result in your classes being dropped.

Registration will continue on August 2-5, 7, and 9-12. Late registration will be held August 17-18. Drop/Add and Late Registration will be August 23-28. Payment is due the day you register after August 12. Class availability may be limited. Saturday, August 28 (10 am - 2 pm) is the last date to register or drop/add.

CASH, CHECK, VISA, or MASTERCARD may be used for payment. All schedule changes must be made prior to payment. Credit card payments cannot be accepted by the Cashier's Office over the telephone.

Sponsored or charge students (JTPA, DWP, DVR, ESC, ESR,etc.) must go to the Cashier's Office during the above dates/times to charge tuition/fees to sponsors.

Financial aid funds will be disbursed on August 13, 9 am - 2 pm and August 16, 8:30 am - 5 pm.

Students unable to pay tuition/fees by the deadlines should check with the Office of Student Financial Services concerning the DEFERRED PAYMENT PLAN.

Duplicate copies of schedules, advising copies of transcripts, and PIN numbers may be obtained at the Information Desk, Allman Center.

Below are important dates for fall semester.

Tuesday-Wednesday, August 17-18 (8:30 am - 7 pm)	**Late Registration** (Students who register must pay tuition/fees the day they register or be dropped from all classes.)
Friday, August 20 (8:30 am - 2 pm, Records Office)	**Last Day to Request a 100% Tuition Refund**
Monday, August 23	**First Day of Classes**
Monday-Thursday, August 23-26 (8:30 am - 1 pm, 4 pm - 6 pm) August 27 (8:30 am - 1 pm) Saturday, August 28 (10 am - 2 pm)	**Drop/Add and Late Registration** (Students who register or add classes must pay tuition/fees the day they register or be dropped from all classes.)
Saturday, August 28 (10 am - 2 pm, Records Office)	**Last Day to Add Classes**
Wednesday, September 1	**Last Day to Request a 75% Tuition Refund**
Monday, September 6	**Holiday Break** (no classes)
Monday-Tuesday, October 11-12	**Fall Break (no classes)**
Wednesday, October 20	**Last day to Drop without Penalty**
Wednesday-Friday, November 24-26	**Holiday Break** (no classes)
Monday, December 20	**Last Day of Classes**

Updated 07/07/99

SERVICES FOR STUDENTS AND GRADUATES

The Employment Assistance Center

150 Allman Center

8 am - 6 pm (Monday - Thursday)

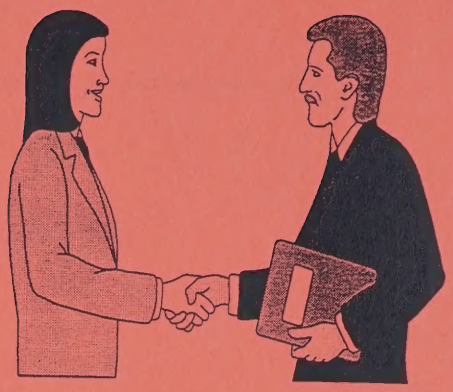
8 am - 3 pm (Friday)

Barbara Barringer, Director; Darlene Jarrett, Secretary

(336) 723-0371, Ext. 7206/7343

Employment Security Commission Representative, Ext. 7518

Monday and Wednesday mornings



Current Students and Graduates:

**Fill out both sides of the Employment Assistance Center (EAC) registration card and return it to the staff.

Job Listing Books:

**Provide descriptions of current job openings.

**May give contact information.

**Staff supplies employer name and address if applicant qualifies for skilled jobs.

**Maintain current postings for 30 days.

Postcards:

**Postcards are sent to notify of a new job opportunity. Call if interested in applying.

**Three months after EAC registration, postcards are sent to verify current employment status. Respond as directed.

**It is the responsibility of the job candidate to notify the EAC when a position is accepted.

Resumes:

**Resumes may be kept on file in the office for direct referrals.

**Individual appointments can be made for resume, cover letter writing, and interview assistance.

**Handouts for each area are available in the office.

Other Services:

**Career counseling.

**Resume, employment application, and interview workshops.

**Job market and salary information.

**On-campus interviews and employer visits that are announced by instructors and posted on bulletin boards.

**File information and employment applications for some Triad companies.

Employment Security Commission (ESC)

**Branch office located in the EAC serving current FTCC students and graduates.

**This optional service offers statewide and local job listings. The EAC registration card is also used to register with the ESC representative, who is not an employee of the college.

UNLOCK YOUR POTENTIAL

AT FTCC STUDY TIME MEANS LIBRARY TIME

We have a variety of ways to help you with your study time at our library here on main campus. The following are just a few of the valuable resources we now have available for you.

More than 35,000 Volumes Available for Checkout
Librarian Assistance Days or Evenings
In House Film and Video Viewing
Extensive Reference Materials

Hours are from

7:30 am - 9 pm Monday thru Thursday
7:30 am - 3 pm Fridays
9:00 am - 12 pm Saturdays (Fall & Spring Semesters Only!)

Come see the many various ways we can help you.

Computers for Internet Use (includes connection to NC LIVE).
Periodical Indexes on Computers
Large Library of Articles on Microfilm
Inter-Library Loan Service
Library Search Service
Low Cost Copiers

We look forward to seeing you in the library!

Gain all the knowledge you can with the resources available thru your FTCC Library!!

EDUCATION THAT WORKS
ForsythTech
COMMUNITY COLLEGE

Winston-Salem, NC

MAIN CAMPUS

Allman Center
President's Office
Admissions
Alumni Services
Classrooms
Community Services
Counseling Center
Dean, Arts and Sciences
Dean, Curriculum Development
Development Office
Employment Assistance Center
Financial Aid
Information Desk
Records
Testing Center

Ardmore Hall
Auditorium A & B
Cashier's Office (Moving to Allman Ctr., Fall '99)
Classrooms
Human Resources (Moving to Allman Ctr., Fall '99)
Learning Center
Library

Bob Greene Hall
Dean, Health Technologies
Classrooms/Labs

Carolina Annex
Environmental Services
Public Safety

Carolina Building
Classrooms/Workshops

Forsyth Building
Classrooms/Workshops

Hauser Hall
Classrooms/Labs
Dean, Business Technologies
Distance Learning Classroom
Women's Resource Center

Parkway Building
Developmental Education
Marketing & Publications (Moving to Snyder Hall, Fall '99)

Piedmont Building
Classrooms/Workshops

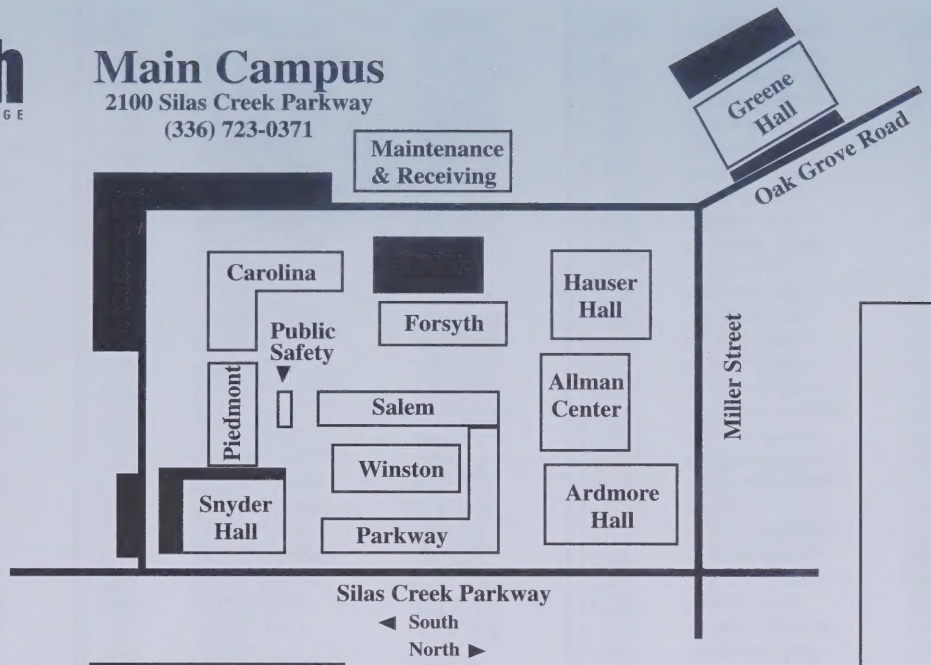
Salem Building
Classrooms/Workshops

Snyder Hall
Bookstore
Classrooms
Faculty/Staff Service Center
Student Activities/SGC Office

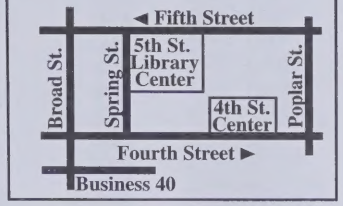
Winston Building
Dean, Engineering Technologies
Classrooms

Student Parking

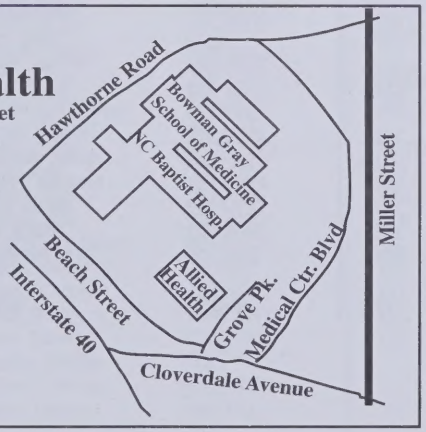
Main Campus
2100 Silas Creek Parkway
(336) 723-0371

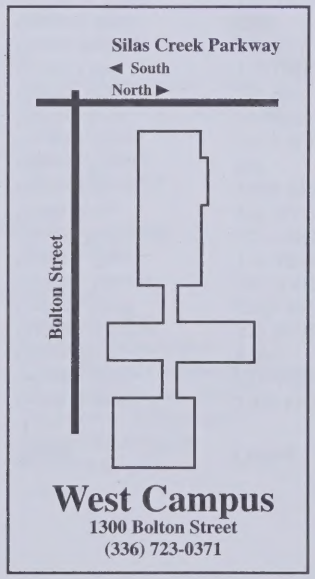


Downtown
660 West Fifth Street
(336) 631-1325
601 West Fourth Street
(336) 631-1320



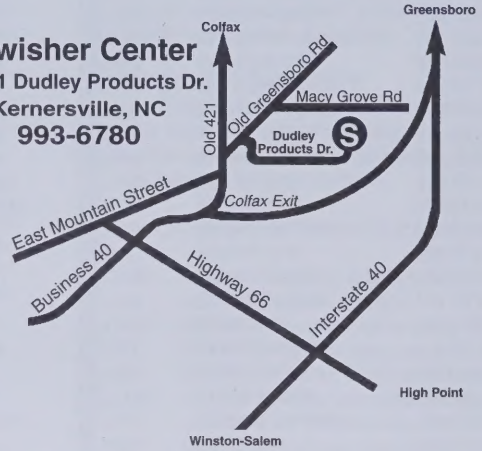
Allied Health
1990 Beach Street
(336) 723-0371



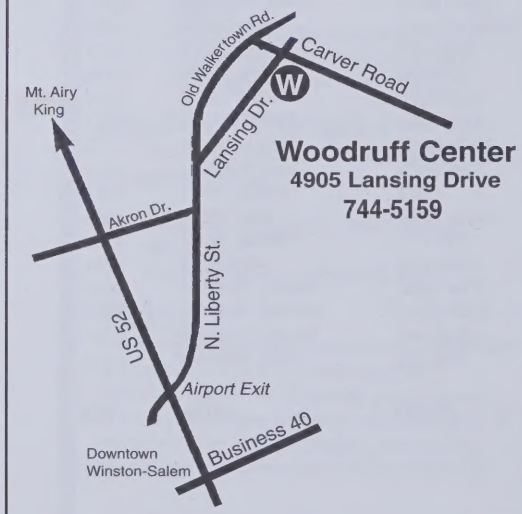


West Campus
1300 Bolton Street
(336) 723-0371

Swisher Center
1251 Dudley Products Dr.
Kernersville, NC
993-6780



Woodruff Center
4905 Lansing Drive
744-5159



Campus Phone Extensions

Dial (336) 723-0371 plus 4 digit Extension

Ext.	Name	Office
MWC	Alexander, Pam	MWC
7224	Allen, Marvin	181 HAU
7369	Allred, Susan	427 ALL
7765	Anderson, Marjorie	4 WC
7710	Andrews, Ruby	102 WC
7265	Atkins, Harold	204D WIN
7214	Ayers, Judy	142 ARD
7223	Baggett, Tracy	216 ALL
7206	Barringer, Barbara	153 ALL
7733	Bayse, Audrey	111 WC
7213	Beaton, Martha	168 ARD
7299	Beaver, Scott	CAR ANX
7772	Bell-Prioleau, Teretha	4 WC
GSC	Bennett, Reginold	GSC
7715	Berra, Ron	59 WC
7212	Bigham, Bill	160 ARD
7731	Bishop, Mickey	112 WC
7423	Black, Ann	256 BGH
7430	Blackhall, Wendy	218 BGH
7220	Bodsford, Brenda	130 PKY
7511	Boger, Dale	6135 SNY
7238	Bonner, Mekisha	146 ALL
7225	Bowen, Karen	188 HAU
GSC	Branson, Dawn	110 GSC
7344	Brewer, Kitty	406 ALL
7378	Briggs, John	112 ARD
7502	Bright, Susan	225 HAU
7519	Brimmer, Tanya	170 ARD
7290	Brincefield, Chris	6012 SNY
7217	Brooks, Yvonne	135 ARD
7231	Brown, Ike	314 FOR
7734	Brown, Greg	58 WC
7322	Brown, Marshall	MAINT
7453	Brownlee, Fam	308C ALL
7291	Bullins, Adelia	224 AHB
7342	Burns, Herb	6227 SNY
7303	Bush, Pamalia	HK
7759	Byerly, Cheryl	6B WC
7540	Cain, Lisa	169 ARD
7216	Candelaria, Randy	136 ARD
7303	Cannon, Ethel	HK
7737	Cathey, Jerri	61 WC
7251	Cattle, Dorothy	243 ALL
7354	Chandler, Joe	206 ARD
7226	Chandler, Terri	165B ALL
7513	Charles, Fran	130 PKY
7297	Cherry, Jewel	223 ARD
SBC	Christenson, Mary	5th St.Library
7457	Churchill, Jim	6138 SNY
7422	Ciesielski, Melanie	206 BGH
7291	Clanton, Rachel	225 AHB
7730	Clay, Deborah Lynn	119 WC
7402	Cline, Jane	234 ARD

Ext.	Name	Office
7232	Clodfelter, Kip	305 FOR
7411	Coe, Kathy	110 BGH
7466	Cofer, Mona	238 ALL
7391	Collins, Barbara	143 ARD
7248	Compton, Paula	107 ALL
7389	Conley, Kevin	256 ARD
7291	Conner-Day, Anne	223 AHB
7471	Cook, Gwen	106 ALL
7520	Covitz, Sharon	420 ALL
7758	Craft, Tara	6 WC
7433	Cralidis, Ann	232 BGH
7410	Cranfill, Robin	6143 SNY
7413	Cranford, Vickie	107 BGH
MWC	Cremedy, Tina	MWC
7509	Cutler, Daisy	6002 SNY
7256	Dalton, Sandra	123 ALL
7476	Davis, David	CAR ANX
7340	Davis, Dwaine	347 ALL
7393	Davis, Gary	CAR ANX
7419	Davis, Polly	203 BGH
7303	Davis, Rick	204 MAINT
7283	Day, Garry	209A WIN
7760	Deese, Lynne	4 WC
7491	Delp, Joanne	MAINT
7380	DeVane, Gloria	122 PKY
7505	DeWitt, Linda	224B HAU
7738	Dickens, Carolyn	132 WC
7451	Dillard, Betty	308A ALL
7480	Dillard, Rose	223 ALL
7382	Dillon, Sammy	CAR ANX
7272	Draughn, Regina	140 ALL
7322	Duncan, James	MAINT
7291	Durham, Debbie	218 AHB
7362	Durham, Laura	210 ARD
7384	Dymott, Lisa	145 ALL
7235	Dyson, Jodi	148 ALL
7205	Ealey, Kim	6116 SNY
7518	Emp Security Rep	150 ALL
7528	Eddy, Roger	308 HAU
7406	Edwards, David	302A SAL
7244	Edwards, Mike	CAR ANX
7291	Eggert, Lynne	230 AHB
7303	Eldridge, Brenda	HK
7555	Essick, Phillip	411 ALL
7210	Evans, Tanya	144 ARD
7282	Foltz, Dan	6105 SNY
7280	Ford, Beverly	206 HAU
7455	Forrest, Bill	309B ALL
7454	Fortuna, Jim	308D ALL
7767	Fraley, Timothy	106 WC
7291	Freeman, Carol	121 AHB
7462	Furbish, Deborah	342 BGH
7289	Gesler, Darlene	6010 SNY

Ext.	Name	Office
7308	Geyer, Laura	120F PKY
7291	Gibson, Chris	221 AHB
7711	Glenn, Pam	4 WC
7442	Goforth, Shelton	259 BGH
7476	Gordon, Mark	CAR ANX
7408	Gordon, Merrill	262 HAU
7218	Gordon, Tom	133 ARD
7452	Gough, Nathanael	6212 SNY
7228	Grady, Stan	259 HAU
7262	Green, Brenda	106A ALL
7303	Greene, Floyd	HK
7270	Gregory, Steve	258A HAU
7322	Griffin, John	MAINT
7771	Griffin, Michelle	111 WC
7281	Grose, Odell	138 CAR
7421	Guess, Barbara	345 ALL
GSC	Gunnell, Brian	GSC
7252	Gussman, Lynn	116 All
7459	Hage, Elaine	309E ALL
7396	Haith, Sylvia	6111 SNY
7592	Hall, Annette	208 HAU
7545	Hall, Mike	CAR ANX
7312	Hanes, Ken	317 FOR
7713	Hanna, Cindy	4 WC
7291	Harkness, Don	248 AHB
7469	Harpe, Michael	119 ALL
7764	Harris, Michael	4A WC
7329	Hedrick, Annette	184 HAU
7732	Hennis, Anne	105 WC
7303	Herron, Charyl	HK
7268	Higgins, Roger	206 MAINT
7313	Hill, Darrell	211C WIN
7215	Hill Gale	146 ARD
7435	Hilton, Yolanda	217 BGH
7500	Hinkle, Debbie	226 HAU
7276	Hodges, Warren	240 ARD
7291	Holland, Carolyn	222 AHB
7503	Holleman, Terry	224A HAU
7492	Horton, Phyllis	201 BGH
7239	Howell, Ben	160 ALL
7591	Hudgins, Jane	6134 SNY
7729	Huggins, Janice	56 WC
GSC	Hunter, Lisa	GSC
7769	Hutchins, Wesley	62 WC
7377	Hutslar, Sally	130 PKY
7712	Ingle, Judy	4E WC
7431	Jacobson, Sheri	227 BGH
0	James, Dee	176 ALL
7209	Jarvis, Ken	148 ARD
7322	Jaynes, Greg	MAINT
7302	Jeske, Mary	170 ARD
0	Johnson, Joanne	176 ALL
7449	Johnson, Rodney	404 ALL

Ext.	Name	Office
7757	Johnson, Rose	127 WC
7420	Johnson, Shirley	204 BGH
7245	Johnson, Tommy	CAR ANX
7507	Johnson, Trudee	309A ALL
7425	Jolly, Dru	210 BGH
7258	Jones, Bonnie	122 ALL
7501	Jones, Jerry	258C HAU
7303	Jones, Walter	HK
7351	Kandara, Nick	6209 SNY
7547	Kearns, Gerry	258B HAU
7390	Keener, Susan	6119 SNY
7450	Keith, Rebecca	145 ARD
7516	Kiger, Roger	MAINT
7241	King, Charles	156 ALL
SBC	Kiser, James	5th St. Library
7243	Klinsing, Sandy	CAR ANX
7508	Labosky, Ted	124 ARD
7303	Larkin, Betty	HK
7461	Lawing, Barry	340 ALL
7490	Lawson, Keith	211 BGH
7456	Lee, Linda	309D ALL
7287	Leonard, Tommy	226 MAINT
7739	Leslie, Robert	133 WC
7485	Lester, Joy	120E PKY
7521	Lewis, Daphne	418 ALL
7375	Lewis, Jill	142 ARD
7249	Lindsay, Vickie	118 ALL
7278	Marion, Marty	6213 SNY
SBC	Marion, Sue	5th St. Library
7299	Marotz, Damien	CARANX
7347	Marotz, Gae	6010 SNY
7332	Marotz, Bill	322 HAU
7439	Martin, June	207 BGH
7600	Martin, Sheila	217 MAINT
7406	Matthews, Tony	302A SAL
7304	Matz, Jackie	405 ALL
7417	Maynard, Judy	230 BGH
MWC	McClinton, Madelyn	101 MWC
7357	McClive, Patty	130 PKY
7242	McLean, Sherraine	159 ALL
7260	McLendon, George	113 ALL
7303	McMoore, Barbara	HK
7271	McSwain, George	6104A SNY
7277	Mecum, Ann	211A WIN
7310	Metts, Al	6114 SNY
7393	Miller, Kevin	CAR ANX
7291	Mitchell, Dawn	251 AHB
7426	Mobley, Pat	205 BGH
MWC	Moore, Mary	MWC
7572	Morgan, Tammy	153 ARD
7296	Morris, Matt	308B ALL
7751	Muniz, Gila	4 WC
7311	Mutton, Rick	448B ALL

Ext.	Name	Office
7366	Myrick, Martha	144 ALL
7291	Neas, Jan	121 AHB
7303	Nelson, Christen	HK
7725	Nelson, Jeannie	58 WC
7323	Neumann, Leslie	6112 SNY
7482	Newman, Carol	120A PKY
7253	Newsome, Judy	123 ALL
7374	Newsome, Rick	402 ALL
7721	Nichol, Mark	60 WC
7263	Nichols, Tina	117 ALL
7346	O'Connor, Brian	215 ALL
7303	O'Neal, Pamela	HK
7303	O'Neal, Willie Jr.	HK
7303	O'Neal, Willie Sr.	HK
7424	Owens, Florence	209 BGH
7493	Palmer, Patti	6104B SNY
7387	Parker, Carol	243 HAU
7409	Pearce, Elsie	242 HAU
7322	Pennell, Stephen	MAINT
7747	Perez, Rafael	4B WC
7307	Perkins, Jean	448C ALL
DC	Perry, Nell	4th Street Center
7288	Perryman, Malia	127 ALL
7406	Petree, Robin	302A SAL
7236	Phelps, Susan	235 ALL
7464	Pinnix, Allen	346 ALL
7407	Polanis, Marcie	224C HAU
7305	Poore, Sherri	130 PKY
7418	Potter, Linda	202 BGH
7303	Powell, Norma Jean	HK
7523	Pritchard, Bernyce	223 BGH
7337	Queen, Garland	323 HAU
7416	Rajacich, Carolyn	200 BGH
GSC	Ray, Deana	101 GSC
7458	Redfield, Kristin	308E ALL
7261	Reece, Ellen	138B PKY
7275	Reeves, Derrick	106 CAR
7240	Richardson, Colleen	162 ALL
7514	Richardson, Margaret	448A ALL
7404	Richardson, Roger	204C WIN
7494	Rinehardt, Sybil	6144 SNY
7291	Ritchie, Clyde	220 AHB
7274	Robbins, Freddie	300A SAL
7303	Roberson, Delores	HK
7334	Robertson, Randy	410 ALL
7303	Rockson, Annette	HK
7317	Rogers, Jerry	207 MAINT
7333	Roth, Tom	346 HAU
7273	Rousseau, James	419 ALL
7203	Rowe, Drew	426 ALL
7441	Rubush, Shannon	258 BGH
7322	Saddler, Greg	MAINT
7443	Salandy, Andy	344 ALL
7483	Sallee, Athene	120B PKY
7428	Sample, Phyllis	213 BGH
7761	Sandin, Peggy	4C WC
7736	Savey, Kelli	WC
7397	Saylor, Richard	6137 SNY

Ext.	Name	Office
7286	Sechrest, Joe	410B PMT
7405	Sequeira, Anna	342 ALL
7233	Sexton, Gloria	206 HAU
7256	SGA Office	6002 SNY
7303	Shanks, Lacy	HK
7314	Shepherd, Bruce	111 ALL
7427	Sheppard, Perry	212 BGH
7777	Sherrill, Sherry	107 WC
7388	Shields, Sheila	6121 SNY
7381	Shirk, Bob	105 PKY
7768	Shirk, Louise	63 WC
7210	Shoaf, Christina	144 ARD
7412	Shoaf, Don	106 BGH
7222	Shumaker, Dottie	240 ALL
7535	Shumate, Eddie	303C SAL
7202	Silverman, Cheri	428 ALL
7303	Simpson, Donna	HK
7330	Sineath, Alice	209 ARD
GSC	Sineath, B. J.	103 GSC
7322	Sipes, Scott	205 MAINT
7399	Skinner, Sara	6142 SNY
MWC	Slade, John	103 MWC
SC	Smith, Greg	Stokes County
7527	Smith, Rod	108 CAR
7291	Smith, Teresa	244 AHB
7322	Sperber, Frank	MAINT
7219	Springs, Jennifer	104 ARD
7303	Springs, Ruth	HK
7376	Spurgeon, Thelma	204 HAU
7315	Squire, Annette	127 ALL
7303	Stanley, Allene	HK
7510	Stiles, Sonya	6120 SNY
7534	Stoltz, Herb	303E SAL
7266	Stone, Chuck	251 ARD
7316	Strausser, Karen	168 ARD
7254	Suggs, Sandra	121 ALL
7529	Sutphin, Donald	6210 SNY
7208	Swaim, Cathy	147 ARD
7589	Swain, Mike	205 MAINT
7463	Tarr, Jeanette	219 BGH
7516	Tatum, Bettie	219 MAINT
7753	Tennis, Heidi	38A WC
7429	Thomas, Marie	248 BGH
7285	Tinnes, Tom	126 CAR
7440	Turner, Douglas	218 BGH
7303	Turner, Martha	HK
7484	Tuttle, Jackie	120D PKY
7358	Tuttle, Jeff	239 ARD
7368	Tyndall, Ann	421 ALL
7350	Tyndall, Bob	252 ARD
7200	VanderKlok, Becki	428 ALL
7776	Vargas, Nancy	110 WC
7373	Vernon, Carole	167 ARD
7306	Vestal, Betty	6140 SNY
7536	Vestal, Sherry	6010 SNY
7303	Vincent, Sandra	HK
7326	Waddell, Edwin	6003 SNY
7201	Wallin, Desna	445 ALL

Ext.	Name	Office
7324	Warner, Susan	133 ALL
7728	Watson, Debra	56 WC
7570	Watts, Ann	152A HAU
7234	Weaver, Cindy	163 ALL
7246	Weaver, Larry	165 ARD
7264	Webb, Linda	6008 SNY
7250	Webb, Minnie	106 ALL
7247	Wenner, Ellen	151 HAU
7349	Wheat, Bill	314 HAU
7448	Whisenhunt, Rhonda	176 ALL
7309	Whisnant, Pat	156 HAU
7438	White, Linda	251 BGH
7259	Wilder, Bill	303A SAL
7504	Wiles, Jerri	244 HAU
7322	Wilkins, Dwayne	MAINT
7398	Williams, Ann	6132 SNY
7303	Williams, Flossie	HK
7735	Williams, Frances	104 WC
7303	Williams, Leola	HK
7727	Williams, Tracey	56 WC
7255	Wood, Lorraine	120 ALL
7434	Worley, Ernestine	231 BGH
7365	Wyatt, Kim	213 ALL
7229	Yena, Sallie	235 ARD
7291	Yurko, Linda	229 AHB

ADMINISTRATIVE OFFICES

7253	Admissions
7289	Bookstore
7375	Business Office
7338	Cafeteria
7226	Counseling Center
7243	Public Safety
7472	Records
7526	SGC

CENTERS

631-1320	4th Street Downtown Center
631-1325	5th Street Library Center
983-3588	Stokes County Office
993-6780	Swisher Center
744-5159	Woodruff Center

EMERGENCY

7325	Main Campus

INSTRUCTIONAL

7222	Arts & Sciences
7329	Business Technologies
7710	Corporate and Continuing Education
7267	Developmental Education
7277	Engineering Technologies
7411	Health Technologies
7480	Learning Center
7219	Library

Mission

Forsyth Tech is a comprehensive community college offering lifelong learning and educational opportunities to improve the quality of life within the community and prepare globally competent citizens.

As an open door college, Forsyth Tech values and respects the diversity and worth of all learners. The college provides learning opportunities through workforce preparedness training, college transfer programs, professional and personal development, and services to business, industry, and agencies.

Role and Scope

Forsyth Tech is dedicated to providing these opportunities through education and training in college transfer, diploma, technical, and continuing education areas.

The purpose of Forsyth Tech is to provide:

- effective teaching, learning, and academic support services.
- technical education and training for those who want to enter occupations in business, industry, and health services.
- arts and sciences baccalaureate parallel education for students who want to transfer to four-year institutions to complete a baccalaureate degree.
- vocational education and training for those who want to enter skilled trades.
- opportunities to master basic education skills.
- employee training and retraining for business and industry in response to changing economic conditions.

Quality Principles

The college operates with commitment to two quality principles:

1. Constancy of purpose - fulfilling our mission.
2. Customer service and satisfaction.

Vision

Forsyth Technical Community College will be a premier community college in the Southeast, known for its quality programs and services to business, industry, and individuals. It will be a leader in technological innovations, international education, and lifelong learning.

Where Do I Go For. . .

Academic Questions	*Who to See*	*Where to Go*	*Phone*
...need to determine my **academic standing?**	Records Office	Allman Center 106	7472
...want to **audit a course**?	Academic Advisor		
...**can't start a course** as assigned?	Course Instructor		
...want to take a **continuing education** course?	Registration Center	West Campus	7710
...want to **change curriculums**?	Admissions Office	Allman Center 123	7253
...have a concern about **a course grade**?	Academic Dean		
...need my **grade point refigured**?	Academic Advisor		
...need to determine if I **meet graduation requirements**?	Academic Advisor		
	OR		
	Student Data Support Serv.	Allman Center 114	7314
...need an **intent to graduate form**?	Student Data Support Serv.	Allman Center 114	7314
...am having **problems with my classes**?	Counseling Center	Allman Center 164	7226
...have questions about **academic probation**?	Academic Advisor		
	OR		
	Counseling Center	Allman Center 164	7226
...want to take a **proficiency test**?	Academic Advisor		
...need a **transcript of my grades?**	Records Office	Allman Center 106	7472
...need **tutoring**?	Learning Center	Allman Center 213	7365
...want to **withdraw from a course or from school**?	Counseling Center	Allman Center 164	7226
	OR		
	Records Office	Allman Center 106	7472
Financial Questions			
...need **financial aid**?	Financial Aid Office	Allman Center 148	7235
...need **financial assistance for child care**?	Women's Resource Center	Hauser Hall 260	7233
...want to **apply for a scholarship**?	Financial Aid Office	Allman Center 148	7235
...want to **apply for a tuition refund**?	Records Office	Allman Center 106	7472
...need help in getting my **veterans benefits**?	Financial Aid Office	Allman Center 148	7235
...have questions about my **tuition refund**?	Cashier Office	Ardmore Lobby	7450
Other Student Questions			
...want to get involved in **campus activities** or run for an **SGA office**?	SGA Office	Snyder Hall 6002	7326
...have a question about **campus security**?	Public Safety	Carolina Annex	7243
...need to report a **change of name or address**?	Records Office	Allman Center 106	7472
...need help in **choosing a career**?	Counseling Center	Allman Center 164	7226
...need **tips on interviewing, finding a job**, and **preparing a resume**?	Employment Asst. Center	Allman Center 150	7343
...have a **flat tire** or **locked my keys** in my car?	Public Safety	Carolina Annex	7243 or 0
...need special **help due to a disability**?	Testing Center	Allman Center 133	7248
...need information about **housing**?	Counseling Center	Allman Center 164	7226
...need **first aid**?	Public Safety	Carolina Annex	7243 or 0
...want to see the **job listings**?	Employment Asst. Center	Allman Center 150	7343
...**lost or found** something on campus?	Information Desk	Allman Center	
	Library	Allied Health Bldg.	7291
	Public Safety	Carolina Annex	7243 or 0
	Registration Center	West Campus.	7710
...need **definiton of college terminology**?	See College Catalog		
	Admissions Office	Allman Center	7253
...want to **appeal a Forsyth Tech parking ticket**?	Public Safety	Carolina Annex	7243 or 0
...want to **pay a Forsyth Tech parking ticket**?	Business Office	Ardmore Hall	7210
...need help with a **personal problem**?	Counseling Center	Allman Center 164	7226
...want to appeal my **residency status**?	Admissions Office	Allman Center 123	7253

TO DO LIST

August 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes)	3 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes)	4 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes)	5 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes)	6 Faculty Work Day (No Classes) No Registration	7 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 2 p.m.
8	9 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes)	10 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes)	11 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes) Bookstore Open 8 a.m. - 7 p.m.	12 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 10 a.m. - 7 p.m. Faculty Work Day (No Classes) All payment due by 7 p.m. Purge all nonpayers except Fin. Aid. Bookstore Open 8 a.m. - 7 p.m	13 Financial Aid Disbursement 8:30 a.m. - 2:30 p.m. No Registration (Except Drops) Faculty Work Day (No Classes) Bookstore Open 8 a.m. - 2 p.m	14
15	16 Financial Aid Disbursement 8:30 a.m. - 5 p.m. No Registration (Except Drops) Faculty Work Day (No Classes) Bookstore Open 8 a.m. - 5 p.m	17 REGISTRATION Main Campus, Swisher Center, & Woodruff Center Fin. Aid Disbursement 8:30 a.m. - 7 p.m. Faculty Work Day (No Classes) All payment due by 7 p.m. Purge all nonpayers. Bookstore Open 8 a.m. - 7 p.m	18 REGISTRATION Main Campus, Swisher Center, & Woodruff Center 8:30 a.m. - 7 p.m. Faculty Work Day (No Classes) All payment due by 7 p.m. Purge all nonpayers. Bookstore Open 8 a.m. - 7 p.m	19 Faculty/Staff Orientation No Registration Orientation for 60, 80, 90 Classes 5:30 - 7:30 p.m. Faculty Work Day (No Classes)	20 No Registration Orientation for 60, 80, 90 Classes 10 a.m. - 12 Noon Faculty Work Day (No Classes)	21
22	23 First Day of Classes Drop/Add LATE REGISTRATION 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Main Campus, Swisher Center, & Woodruff Center Purge all nonpayers. Bookstore Open 8 a.m. - 7 p.m SGA Meeting	24 Drop/Add LATE REGISTRATION 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Main Campus, Swisher Center, & Woodruff Center Purge all nonpayers. Bookstore Open 8 a.m. - 7 p.m	25 Drop/Add LATE REGISTRATION 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Main Campus, Swisher Center, & Woodruff Center Purge all nonpayers. Bookstore Open 8 a.m. - 7 p.m	26 Drop/Add LATE REGISTRATION 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Main Campus, Swisher Center, & Woodruff Center Purge all nonpayers. Bookstore Open 8 a.m. - 7 p.m	27 Drop/Add LATE REGISTRATION 8:30 a.m. - 1 p.m. Main Campus, Swisher Center, & Woodruff Center Purge all nonpayers. Bookstore Open 8 a.m. - 3 p.m	28 Drop/Add LATE REGISTRATION 10 a.m. - 2 p.m. Main Campus, Swisher Center, & Woodruff Center Orientation for 60, 80, 90 Sections Main Campus 10 a.m. - 12 Noon Purge all nonpayers. Bookstore Open 8 a.m. - 2 p.m.
29	30	31	Telephone Registration is available for continuing students during scheduled registration times until August 18.			

Academics

Academic Policies and Procedures

This section contains important information on all aspects of academics at Forsyth Tech. Read it carefully and keep your calendar handy in case you need this information.

Advisors/Advisees

The advisor/advisee program is intended to help you during your study at Forsyth Tech. You are assigned a curriculum advisor who will help you choose the correct classes for each registration. Your advisor will have office hours posted so if you need answers to questions or solutions to academic problems, you will have a personal contact. Your advisor will also help you with registration by checking your previous grades, making sure you've met prerequisites, and, **most importantly, signing your scheduling card**. You are totally responsible for contacting your advisor and getting the proper signature for registration. All discussions with your advisor are confidential.

Class Attendance

You are expected to attend all class, laboratory, shop, practicum, and/or clinical experience sessions. If you miss a session for any reason, you are fully responsible for letting your instructor know why you were absent. Remember that you will have missed instruction, assigned work, testing, or other assignments during your absence. Your instructor will expect you to catch up!

If you are tardy for class, your instructor is allowed to count the tardy toward your total absences. Be sure to talk with your instructor if special circumstances cause repeated tardiness.

You must satisfy the instructor that you should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five (5) hours of class;
2. three (3) practicum (shop. laboratory, or clinical experience) sessions which meet for two (2) or more hours;
3. three (3) hours of class and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two (2) or more hours.

Class attendance is recorded from the first officially scheduled class meeting. The instructor has the ability to set individual course attendance requirements related to absences or tardies but should develop rules that do not penalize any student during the official drop/add period.

Some curriculums have special class attendance. If you are in one of these, you will receive a written notice of the attendance rules by the second class period.

Evaluation of Students

Instructors have the full responsibility for evaluating the achievement of their students. Students will be informed in writing no later than the second class meeting of the requirements for the course, teaching and evaluation methods, and how the final grade is determined.

Instructors should identify as early as possible those students who are failing and refer their names to their faculty advisors and counselors.

Forsyth Tech encourages the policy of frequent and varied evaluations throughout a course. Each instructor determines the relative value of each of the evaluative instruments they use. The final examination will constitute no more than 20% of the final grade.

The final authority for assignment of grades is the responsibility of the instructor and the division dean.

TO DO LIST

September 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day Holiday	7	8	9	10	11 Rosh Hashanah
12	13 SGA Meeting	14	15	16	17	18
19	20 Yom Kippur	21	22	23	24	25
26	27 SGA Meeting	28	29	30		

Grading System

Listed below are the number and letter grades used at Forsyth Tech. An example of how to figure your grade point average (GPA) is given on page 11.

Number Grade	Letter Grade	Number of QP's earned per sem. hr.
94-100	A	4
86-93	B	3
78-85	C	2
70-77	D	1
Below 70	F	0
*WP	Withdraw passing	0
*WF	Withdraw failing	0
W	Withdraw by 50% point of the semester	0
I	Incomplete**	0
Y	Audit***	0
CR	Credit granted or passed proficiency	0
TR	Course transferred	0

Grades A, B, C, D, F, and WF compute in the grade point average (GPA). WF is computed as an "F" in the GPA. Grades W, WP, I, Y, TR, and CR do not compute in the GPA.

* **A Withdrawal Passing/Failing** is the grade given to a student who officially withdraws from a class at any time after the 50% point of the semester. A student may officially withdraw after the 50% point only after talking with the instructor of the class. If the student officially withdraws or if the student is dropped by the instructor, the instructor will determine if a grade of WP or WF is appropriate.

** **A grade of incomplete** is given only if you have a valid reason for not completing all required work and if you have talked with your instructor before the end of the semester. There are many rules and restrictions for an incomplete, so see your instructor immediately. An incomplete is not automatically given just because you fail to complete an assignment or a test.

*** **Auditing a class** means you pay tuition and fees but you **do not get credit, hours or a grade** for the class. If you need review of course content before taking a class for credit, auditing may be a good choice for you. When auditing, you should do all the reading and work, just as you would if you were getting credit.

You will need a special form to audit a class. Go to the Records Office, the Counseling Center, or to the appropriate division dean. You must get the form (with required signatures) to the Records Office before drop/add is over. Once you elect to audit, you may not change your mind past the last day of drop/add.

Example of How to Figure Your GPA

Assume your semester grades are:

	Credit Hours		Quality Points		Total Points
B in Expository Writing	3	x	3	=	9
C in Principles of Accounting I	4	x	2	=	8
A in College Algebra	3	x	4	=	12
	10				29

Divide 29 by 10 and you get 2.90 GPA for the semester.

Course Repeat Rule

If you fail any required course in your curriculum, you must repeat it until you pass; otherwise, you cannot receive a degree, diploma or certificate. If you fail a course in your major, you should see your academic advisor immediately. If that person is not available, see a counselor in the Counseling Center. If a course must be repeated several times, the appropriate dean will make the final decision on a student's permission to repeat the class.

The last grade you earn on a repeat course, whether F or higher, will be your official grade and will be used to figure your GPA. A grade of **W** or **WP** will not be considered a repeat grade. A grade of **WF will** be considered a repeat grade.

Academic Standing/Probation

Any time your cumulative GPA drops below 2.0, you are placed on academic probation. That means you are given until the end of the next semester to raise the average back to a 2.0. If you fail to reach the 2.0 level by the end of the next semester, an Academic Review Committee will review your record. The committee may reduce the number of credit hours you can take; they may require you to repeat courses in which you earned low grades; or they may drop you from your curriculum.

Appeal of Academic Review Committee

If you want to appeal the decision of the Academic Review Committee, **you must write the dean of your division within 24 hours of receiving notification.**

The dean will convene the division Academic Appeals Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify you, the department chairperson and the advisor in writing.

TO DO LIST

October 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Fall Break Faculty Work Day (No Classes) Columbus Day, Observed	12 Fall Break Faculty Work Day (No Classes)	13	14	15	16 National Boss Day
17	18	19	20 Last Day to Drop without Penalty	21	22	23
24 United Nations Day 31 Halloween Daylight Saving Time Ends	25 SGA Meeting	26	27	28	29	30

Appeal Concerning a Grade (Academic Appeal)
Any appeal of a course grade should begin with a scheduled conference between the student and the instructor. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chairperson. If the student does not accept the decision of the department chairperson, the student may appeal to the appropriate division dean. The student has the responsibility to provide the dean with a written letter of appeal by the first class day of the new semester in order for the appeal to be considered. After conferencing with the student, the dean can convene a division Academic Appeals Committee. This committee will hear the appeal and make a recommendation to the dean. The final decision is made by the dean, who will notify the student, the instructor and the appeal committee chairperson in writing. Questions concerning the appeal process should be directed to your instructor, department chairperson or the dean's office.

Your letter should include:

1. date, your name, signature and telephone number.
2. prefix and number of course for grade being appealed.
3. name of instructor issuing the grade.
4. brief explanation of why you feel the grade is incorrect and
5. any supporting documentation you feel is needed to explain more fully your position on the grade.

Your appeal letter and any supporting documentation will be duplicated for the committee to review.

Graduation Honors and Awards
Students who have earned a cumulative GPA in their curriculum of 3.50-4.00 at Forsyth Tech will be granted a diploma or degree with High Honors. Any student who has earned a cumulative GPA of 3.00-3.49 will be granted a diploma or degree with Honors. A seal of recognition will be placed on the student's degree or diploma, and the student's transcript will be noted to reflect this achievement. To be eligible for Honors or High Honors, at least 20 semester hours must be completed at Forsyth Tech for those students enrolled in an associate degree curriculum, and at least 10 semester hours must be completed at Forsyth Tech for those students enrolled in a diploma curriculum. Only graduates in curriculums leading to a degree or diploma qualify for this academic recognition. Graduates of the curriculums leading to a certificate of completion do not qualify.

Semester Honors
President's Honors List - At the end of each semester, a President's Honors List recognizes those students with a semester 4.00 GPA. To be eligible for the President's Honors List, students;

a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
b) must earn a 4.00 GPA on a minimum of 9 credit hours of curriculum courses.
c) must have completed all course work for the semester. Students with grades of "I" will not be eligible.

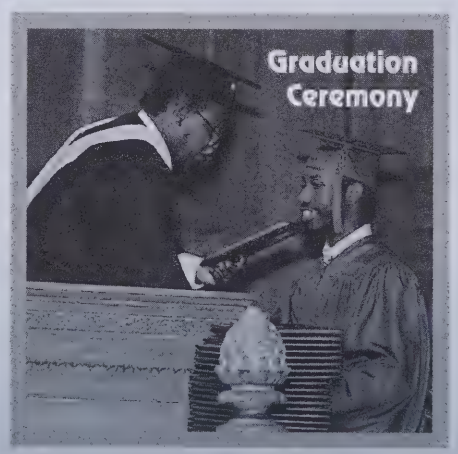
Deans' List - The Deans' List recognizes those students with a semester GPA of 3.50 to 3.99. To be eligible for the Deans' List, students:

a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
b) must earn a 3.50 or above GPA on a minimum of 9 credit hours of curriculum courses.
c) must complete all course work for the semester. Students with grades of "I" will not be eligible.

Lists are distributed to the deans each semester.

Graduation Requirements (Current catalog has detailed information.)
Students graduate with the course requirements that are applicable at the time they enroll in a curriculum if they remain continuously enrolled until graduation. Students who withdraw for two or more semesters from a curriculum must graduate with the course requirements that are in effect at the time they re-enroll. Any exceptions must be approved by the appropriate division dean.

You must have completed all requirements for your curriculum and have a 2.0 GPA. You **must** complete an Intent to Graduate form at the time of your last registration. Intents filed within 12 weeks of graduation **will not** be accepted for that graduation but will be applicable for the next graduation. Forms are available in the Records Office. A $10 graduation fee must be paid at the time the intent form is filed. The fee and intent form are required whether you plan to attend graduation ceremonies or not.



TO DO LIST

November 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Election Day	3	4	5	6
7	8 SGA Meeting	9	10	11 Veteran's Day	12	13
14	15	16	17	18	19	20
21	22 SGA Meeting	23	24 Faculty Work Day (No Classes)	25 Thanksgiving Thanksgiving Holiday	26 Thanksgiving Holiday	27
28	29	30				

Grade Reports and Transcripts

Your grades will be mailed to your permanent address after the last day of the semester. A transcript of your work is kept in the Records Office. A fee of $2 per transcript is required for an official copy (to schools, employers, etc.) or an unofficial copy (for you). Forsyth Tech will not issue a transcript if you still owe tuition, fees, or penalties to the school. We also will not issue your transcript to another party unless you have authorized it in writing.

What to Do If You Must Withdraw from a Class or School

There is a right way and a wrong way to withdraw from a class or from Forsyth Tech altogether. The wrong way is simply to disappear without officially informing your instructor or the Records Office or Counseling Center. If this happens, your instructor can give you an F in that class, so the penalty is very severe. The right way to withdraw is to tell your instructor as soon as you know you must withdraw or go to the Records Office or Counseling Center and ask for a Drop Form. If you fill out the form, your official withdrawal date will be the date you filled out the form. If your instructor fills out the form, your official withdrawal date will be the date the instructor records on the form. If you are on financial aid, your official date of withdrawal becomes very important.

If you have to leave school completely, whether temporarily or permanently, you should fill out an official Drop Form or an End-of-Semester Withdrawal Form--available from the Counseling Center. If you don't file one of these two forms and you later want to return to Forsyth Tech or to transfer to another school, your reentry may be delayed.

If you are a veteran or are receiving financial aid, you must notify the Office of Student Financial Services of your withdrawal.

Registration for Currently Enrolled Students

Around the middle of the semester, you will see signs on campus about registration for the next semester. Read them carefully and follow the instructions. If you are a Developmental Education student, make an appointment with your advisor. Special credit students should go to the Counseling Center on the days scheduled for registration. **You are not officially registered, however, until you have paid all fees and tuition.** Payment dates will be posted around campus and given to students when they register. If you do not pay your fees and tuition by the appropriate date, your registration will be voided.

Transfer Credit

If you have attended another school or college, you may transfer courses that are comparable in content, objective, quality, and credit hours to those at Forsyth Tech by submitting an **official** transcript to the Admissions Office. If you are transferring from a regionally accredited school or one that is a member of the North Carolina Community College System, you may be granted transfer of credit.

You may NOT transfer credit from a continuing education course to a diploma or associate degree curriculum. Also, in most cases, you cannot transfer credit from a diploma curriculum to an associate degree curriculum.

Transfer to Senior Colleges and Universities

Forsyth Tech's College Transfer curriculum allows you to complete the first two years of a liberal arts college curriculum and to earn either an associate in arts degree or an associate in science degree. With either of these degrees, you can transfer to many public or private senior institutions, including all sixteen branches of the UNC system, with full junior-year standing. A minimum GPA of 2.0 is required for transfer credit. No course with a grade below C will transfer.

The Career Guidance Center provides information about senior colleges and universities. **Remember, however, that it is your responsibility to contact the Admissions Office of the four-year college/university you want to attend. The decision to accept or to reject transfer credit remains with the school to which you are transferring.**

TO DO LIST

December 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Hanukkah
5	6 SGA Meeting	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Last Day of Classes	21 Grade Posting Faculty Work Day (No Classes)	22 Faculty Work Day (No Classes)	23 Faculty Work Day (No Classes)	24 Christmas & New Year Holiday	25 Christmas
26	27 Christmas & New Year Holiday	28 Christmas & New Year Holiday	29 Christmas & New Year Holiday	30 Christmas & New Year Holiday	31 Christmas & New Year Holiday	

Services for Students

Bookstore

Monday - Thursday	**8 a.m. - 4 p.m.**
Monday, Tuesday, & Thursday	**5:30 - 7:30 p.m.**
Friday	**8 a.m. - 3 p.m.**

BOOKS - SUPPLIES - T-SHIRTS - ETC.
Located on ground level of Snyder Hall

Hours during registration and summer term may vary. Books for Corporate & Continuing Education courses are sold at West Campus during specified hours at the start of each semester.

Book Return Policy

1. Last day of returns is two weeks from the first day of class (posted in store).
2. No refund without receipt.
3. No cash refunds on grants.
4. Books must be unmarked and in good condition.
5. New books with names written inside will be refunded at used book price, even if course is cancelled.
6. A wrongly-purchased book can be exchanged only for correct book.
7. Optional study guides - no refund.

Counseling /Career Guidance Center

If you need help with academic, career, financial, social, or personal problems, professional counselors are available during day and evening hours. Appointments may be made in the Counseling Center. Walk-ins are welcome. Career planning assistance is also available to students and members of the community. For information, contact the Counseling Center.

Special Provisions for Persons with Disabilities

It is the intent of Forsyth Tech that all courses of study be accessible to qualified students. Persons with documented disabilities should provide approximately one semester advance notice to the director of Testing/Special Services/ ADA in order to identify any special equipment needs and to facilitate adjustments in curriculums, facilities, or schedules, if needed.

Special services currently available for persons with disabilities include, but are not limited to: tutors, readers, and notetakers; a TTY (text telephone); staff members with basic manual language skills; taped texts; adapted computer equipment; and modification of placement test administration. These free services may be arranged in the Testing Center. Students who require attendant care are responsible for their own arrangements.

Employment Assistance Center

The EAC provides job listings and information on local and regional companies to you and to Forsyth Tech graduates who register with the office. Help with resume writing and interviewing skills is also provided. Current job openings are posted on bulletin boards in the following locations:

Allman Center	Carolina Bldg.	Parkway Bldg.
Ardmore Hall	Hauser Hall	Snyder Hall

The Learning Center

The Learning Center offers the following services and programs. For more information, contact the Learning Center.

Courses - The Learning Center offers 16 courses that students take under the direction of an instructor. The students cover the subject material at their own pace, using programmed texts and supplementary materials. When students need help, they receive extensive individual attention from the instructors. Studying in the Learning Center offers students flexibility in scheduling.

Tutoring Services - Tutoring Services offers several methods for helping students who are having academic difficulties. Tutoring is done in one-to-one or small group sessions two or three times a week. Tutors are primarily fellow students who receive training. Students can get help in virtually every academic course offered on the main campus. The Learning Center also has math, science, reading, and basic writing skills labs, all staffed by well-qualified lab assistants. Another service to help students is a variety of workshops on learning skills, conducted by Learning Center staff.

Computers for Writing Papers - The Learning Center has computers for students to write class papers, reports, assignments, etc. This service is available to any enrolled student doing class-related work.

Placement Test Preparation - Most people entering Forsyth Tech are required to take a placement test. To help these potential students, the Learning Center offers worksheets, practice tests, and tips on test taking.

TO DO LIST

January 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
This year, 2000, Forsyth Tech will be celebrating its 40th Anniversary. Watch for announcements of upcoming events to commemorate *"Celebration XL...providing 40 years of Education that Works".*						1
2	3 New Year Holiday	4 Financial Aid Disbursement 8:30 a.m. - 5 p.m. Faculty Work Days (No Classes)	5 Financial Aid Disbursement 8:30 a.m. - 5 p.m. Faculty Work Days (No Classes)	6 LATE REGISTRATION Disbursement Distribution 8:30 a.m. - 7 p.m. Faculty Work Day (No Classes)	7	8
9	10 First Day of Classes SGA Meeting	11 Last Day to Add Classes	12	13	14 Martin Luther King Jr. Birthday	15 Celebration XL Banquet
16	17 Martin Luther King Jr. Holiday	18	19 Martin Luther King Jr. Celebration	20	21	22
23	24 SGA Meeting	25	26	27	28	29
30	31					

Parking

Student parking is on a first-come, first-served basis. All lots are marked so that you can be sure you are in **student** spaces. Fines are given if you park illegally. You must have a Forsyth Tech sticker for your car; students with disabilities must have a special sticker. If you park illegally in a space for students with disabilities, you can be fined $100.

Health Services

Limited services are provided by the Public Safety Office. Injuries requiring more than minor first aid will be treated in the emergency room at either Forsyth Memorial or Wake Forest University Baptist Medical Center.

Emergency Phone Calls

The staff will make every effort to contact you in the event of an emergency phone call. Forsyth Tech does not have facilities to forward general messages to you. Forsyth Tech does not give out identifying information about you to telephone callers and/or unidentified persons without your permission.

Women's Resource Center

The mission of the Women's Resource Center (WRC) at Forsyth Tech is to promote the educational, personal, and professional developent of women. The WRC responds to the diverse needs of women students, helping them to achieve personal growth while assisting them in attaining their educational goals. Networking and collaborating are the guiding principles for the Center's services.

Forsyth Tech provides child care assistance for full- or part-time students who are single parents, single pregnant women, or displaced homemakers enrolled in technical or diploma curriculums. The program is intended to give eligible students the flexibility to plan and complete a training program in order to become economically self-sufficient. To learn more about the program, you may contact the WRC.

The Center is located in Hauser Hall, Suite 206. For more information, contact Gloria Sexton at Ext. 7233.

Libraries

Forsyth Tech operates libraries at these sites.

- Ardmore Hall Library - first floor
  Mon. - Thurs. 7:30 a.m. to 9 p.m.
  Fri. 7:30 a.m. to 3 p.m.

- Allied Health Library (AHB) - first floor
  Mon. - Thurs. 8 a.m. to 5 p.m.
  Fri. 8 a.m. to 3 p.m.

Additional information on library services can be found in the Library Handbook, available at any of the campus libraries.

Computer Lab

An open computer lab is available if you are **enrolled in a curriculum microcomputing course**. A tutor is available in the lab to assist you. The computer lab is located in Room 246, Hauser Hall. The lab is open for both day and evening students. Lab hours are posted at the beginning of each semester.

Mathematics Technology Center

The Mathematics Technology Center is located in Room 6133, Snyder Hall. Any Forsyth Tech student can receive help with using a personal calculator. If you are currently enrolled in a math course, a copy can be made for you of available diskette support material. Center hours are posted on the door.

Snow! (Bad Weather Policy)

You should **not** call the school, but should listen to radio/TV announcements regarding school closings. When there is no announcement, the school will be open. We **do not** necessarily close when the Winston-Salem/ Forsyth County Schools close!

Photocopying

There are 2 copiers available for student use and they are located in the Library, Ardmore Hall and at the Bookstore in Snyder Hall. A VendCard to be used for copies may be purchased in the Ardmore library, or copies may be purchased for 10¢ per copy at each copy machine.

TO DO LIST

February 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 SGA Meeting	8	9	10	11	12
13	14 Valentine's Day	15	16	17	18	19
20	21 President's Day SGA Meeting	22	23	24	25	26
27	28	29				

Fees

Tuition and Fees are subject to legislative change.

Fees (Subject to change without notice)

Student Fees

- Activity Fee
  Required of all students.....$9.00
- Books and
  Supplies (per semester).....$50.00-300.00 (Varies)
- Lab/Equipment/Software Fee .....$5.00-20.00 (selected courses)
- Graduation Fee $10.00
- Liability Insurance.....$15.00 (Health Students)
- Parking Permit (yearly) .....$10.00 (per vehicle on campus)
- Telecourse Fee.....$20.00
- Other Fees
  No laboratory breakage or property damage fees will be charged to you. However, in case of breakage or damage due to gross negligence or maliciousness, you will be expected to reimburse Forsyth Tech.

Tuition Exemption (Senior Citizens)

Senior citizens with proof of age 65 are not charged tuition but are required to pay for books and other fees.

Note:

If you are in a health curriculum which offers clinical work in hospitals, you will have additional costs for textbooks, uniforms, liability insurance, parking fees, and other hospital requirements.

Tuition Refunds

Tuition and fees can be considered for a refund. Student activity fees will be refunded only when classes are cancelled. Students must complete a Request for Tuition Refund form in the Records Office when they drop class(es) and/or if classes are cancelled. All requests are reviewed after the 15th class day. Notification will be mailed to the address provided on the form upon completion of processing.

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled by the college.

Beginning with the first day of classes, a 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

In the event a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

Guidelines for Tuition Refunds

1. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a tuition refund.
2. Refunds of five dollars or less will not be made except for classes cancelled by Forsyth Tech.
3. Fees other than tuition, supply and lab fees cannot be refunded.
4. Tuition is not transferable to other individuals.
5. Late tuition refund requests will not be considered.
6. Tuition Refunds for Corporate and Continuing Education classes are handled at West Campus.
7. Tuition cannot be held from one semester to a future semester.

TO DO LIST

March 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Faculty Work Day (No Classes)	2 Faculty Work Day (No Classes)	3 Faculty Work Day (No Classes)	4
5	6 Faculty Work Day (No Classes)	7 Faculty Work Day (No Classes)	8 Faculty Work Day (No Classes)	9 Last Day to Drop Without Penalty	10	11
12	13	14	15	16	17 St. Patrick's Day	18
19	20 SGA Meeting	21	22	23	24	25
26	27	28	29	30	31	

Student Financial Services

Forsyth Tech makes every effort, within the limitations of its available financial aid resources, to ensure that no qualified student will be denied the opportunity to attend the college because of a lack of adequate funds to meet expenses. The primary responsibility for providing educational expenses rests with you and your family. However, if you cannot provide the entire cost and demonstrate need, you may obtain the necessary funds to meet your expenses. Financial aid may consist of a grant, scholarship, employment, loan or any combination of these which is appropriate to your circumstances and which meets your financial need. All federal financial aid is awarded without regard to race, religion, disability, national origin or gender.

Forsyth Tech is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA). For more information concerning application procedures and eligibility requirements for any type of financial assistance, contact the Office of Student Financial Services. The Financial Aid Handbook containing more detailed information is also available.

Student Financial Services Office Hours

Monday through Thursday	8 a.m. to 7 p.m.
Friday	8 a.m. to 3 p.m.
(unless otherwise posted)	

Student Code of Conduct and Responsibilities

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that men and women who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, Forsyth Tech shall adhere to all of the statutes of the United States and State of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students' records, and this Act will be adhered to by Forsyth Tech.

1. Students may review their educational records by making a request in writing to the director of Records and Recruitment.
2. Ordinarily, student records will not be available for review by third parties unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The vice president of Institutional Planning and Support Services, in her discretion, shall make the final decision concerning access to records by any persons other than the student.

TO DO LIST

April 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Daylight Savings Time Begins	3	4	5	6	7	8 Celebration XL Community Open Campus
9	10 SGA Meeting	11	12	13	14	15
16 Palm Sunday	17	18	19	20 Passover Faculty Work Day (No Classes)	21 Good Friday Easter Holiday	22
23 Easter Sunday	24 SGA Meeting	25	26 Professional Secretaries' Day	27	28 Spring Fling	29
30						

3. Official transcripts will be issued only upon written request by a student or upon written authorization by a student to be released to a designated entity. **(See Family Educational Rights and Privacy Act of 1974 on page 25 for additional information.)**

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to ensure Forsyth Tech's policies and procedures are adhered to and followed.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property, or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 4. Assault on or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to a Forsyth Tech agent, servant, or employee at any time while such student is enrolled at Forsyth Tech.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or Forsyth Tech guest, visitor, or invitee at any time while such student is enrolled at Forsyth Tech, or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities - NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age, to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, Forsyth Tech administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Rule 9. Cheating, Forgery, and Related Offenses

It shall be a violation of the Forsyth Tech Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.

TO DO LIST

May 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Celebration XL Golf Tournament	4	5	6
7	8 Last Day of Classes	9 Grade Posting Faculty Work Days (No Classes)	10 Faculty Work Days (No Classes)	11 Graduation Faculty Work Days (No Classes)	12 Financial Aid Disbursement 8:30 a.m. - 2 p.m. Faculty Work Days (No Classes)	13
14 Mother's Day	15 LATE REGISTRATION Financial Aid Disbursement 8:30 a.m. - 7 p.m. Faculty Work Days (No Classes)	16 First Day of Classes	17 Last Day to Add Classes	18	19	20 Armed Forces Day
21	22 SGA Meeting	23	24	25	26	27
28	29 Memorial Day Holiday	30	31			

5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws
A student shall not violate any state or federal laws while on Forsyth Tech campus or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

Rule 11. Student Attire Code
Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds. Special technical or vocational programs, such as the health programs, may require special attire codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas. Attire which would create a safety hazard will not be allowed.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental, or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or her designee, that such examination is in the best interest of the student, or Forsyth Tech, or both.

Rule 13. Children are not allowed in classrooms or shop areas during class sessions, **nor may they be left unattended** in the library, canteen areas, or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skate Boarding
For the safety and well-being of all Forsyth Tech students, employees, and visitors, no one is permitted to roller skate, roller blade, or skate board on sidewalks, parking lots, or any other college property.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college--faculty, staff, and students--may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcomed verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

A. submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, and academic or student status; or
B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual; or
C. such conduct has the purpose or effect of interfering with an individual's performance; or creating an intimidating, hostile, or offensive environment in the work place or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the dean of Curriculum Development for students; or the dean of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Reasonable Person Standard

If there is a question as to whether a certain action or statement constitutes sexual harassment, the college will apply to the facts of the case the standard of behavior of a reasonable person in a similar circumstance. As to actions over which reasonable people might differ, if a request to stop is made known, there is an expectation that the offensive behavior should cease or be modified (1991 OCR Policy Memorandum).

Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the Student Code of Conduct:

A. Verbal Warning - a verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
B. Warning - a written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
C. Disciplinary Probation I- a written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
D. Restitution - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
E. Suspension - exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
F. Dismissal on Expulsion - termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of Curriculum Development for consideration for readmission.

TO DO LIST

June 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 SGA Meeting	13	14 Flag Day	15	16	17
18 Father's Day	19	20 Last Day to Drop without Penalty	21	22	23	24
25	26 SGA Meeting	27	28	29	30	

G. **Other -** other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech grounds that violates Federal and/or State and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech; or
3. The student may be subjected to sanctions imposed by Forsyth Tech notwithstanding the fact that civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus Public Safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Curriculum Development of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the executive vice president for Instructional Services and the dean of Curriculum Development. The executive vice-president will make the decision on dismissal when applicable and dismiss the student. The student will receive oral and written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of Curriculum Development, who will promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of Curriculum Development, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

Student Appeals Committee

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the dean of Curriculum Development for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices, including ADA;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of Curriculum Development, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the dean of Curriculum Development will review prior decisions and all materials submitted. A decision will be rendered and all parties will be notified in writing of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the dean of Curriculum Development's office.
5. Records of the proceedings of the Student Appeals Committee are available upon written request to the dean of Curriculum Development.
6. The student must obtain special permission from the executive vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and bloodborne pathogens. Bloodborne pathogens include, but are not limited to, the Human Immunodeficiency Virus (HIV), which is the causative agent for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis B Virus (HBV). These

TO DO LIST

July 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day Holiday	5	6	7	8
9	10 SGA Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 SGA Meeting	25	26 Last Day of Classes	27 Grade Posting Faculty Work Day (No Classes)	28 Graduation Faculty Work Day (No Classes)	29
30	31 Annual Leave Period Faculty Work Day (No Classes)					

procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees should report this information to the dean of Human Resources, and students should report to the dean of Curriculum Development. All information will be kept confidential except to those persons determined by the dean of Human Resources and the dean of Curriculum Development as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become an immediate concern in our society. These problems are extremely complex and have no easy solutions.

The users of drugs may impair the well being of all students and the educational environment, and may result in damage to Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

(See Student Code of Conduct - Rule 7: Narcotics, Alcoholic Beverages, and Controlled Substances.)

1. Forsyth Tech does not differentiate between drug users and drug pushers, or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each semester as required by law, the counseling staff will conduct mandatory drug awareness and education programs for students. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.
5. The counseling staff will be available to coordinate lectures and assist instructional staff with class presentations to help educate students regarding alcohol and other drug use as well as the health risks of drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. Student Development Services will assess the institutional environment annually by reviewing data from Public Safety, the Counseling Center, instructors, and other community resources to guide program development for students.

Crime Awareness and Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, which is located in the Carolina Annex. A special emergency number has been established where staff, faculty, and students may dial extension 7325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance.

Upon receipt of a complaint, a Public Safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of Curriculum Development, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Public Safety. Further review and action may be taken through the chain of command, including the president and Board of Trustees.

A Public Safety officer is on duty at all times regular classes are in session.

TO DO LIST

August 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Annual Leave Period Faculty Work Day (No Classes)	2 Annual Leave Period Faculty Work Day (No Classes)	3 Annual Leave Period Faculty Work Day (No Classes)	4 Annual Leave Period Faculty Work Day (No Classes)	5
6	7 Annual Leave Period Faculty Work Day (No Classes)	8 Annual Leave Period Faculty Work Day (No Classes)	9 Annual Leave Period Faculty Work Day (No Classes)	10 Annual Leave Period Faculty Work Day (No Classes)	11 Annual Leave Period Faculty Work Day (No Classes)	12
13	14 Faculty Work Day (No Classes)	15 LATE REGISTRATION Faculty Work Day (No Classes)	16 LATE REGISTRATION Faculty Work Day (No Classes)	17 Faculty/Staff Orientation Faculty Work Day (No Classes)	18 Faculty Work Day (No Classes)	19
20	21 First Day of Classes	22 Last Day to Add Classes	23	24	25	26
27	28	29	30	31		

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the coordinator of Records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The associate dean of Enrollment Management will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute directory information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining semester academic honors are also published. Students who do not wish their names published must notify Student Data Support Services in writing of their desire not to have their names published for graduation or academic honors.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services administrative staff.

Parking or Traffic Appeal Procedure

1. A request for an appeal of a parking or traffic fine must be submitted in writing to the vice president of Business Services, within seven (7) days of the date of violation.
2. The Traffic Appeals Committee shall consist of three members of the faculty or staff and at least two members of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the vice president of Business Services as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in favor of the student, any fine imposed or paid shall be rescinded or remitted.
3. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. Students shall have the right to present testimony and witnesses in their behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
4. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the vice president of Business Services. Persons who have an appeal scheduled and fail to appear, after having been duly notified of the time and place of the appeal, will have their appeal denied. There will be no continuance of the appeal unless approved by the vice president of Business Services.
5. All decisions of the Traffic Appeals Committee shall be final.

Use of Facilities

The buildings and their contents exist solely for the education of Forsyth Tech's adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

Acceptable Use Agreement for Computer Network Accounts

General Information

Internet access is provided as a service for the students, faculty, and staff of Forsyth Technical Community College. The campus network is connected to the Advanced Network and Services, Inc. (ANS) backbone via a connection to the North Carolina Integrated Information Network (NIIN). Therefore, the acceptable use policies and standards which apply to these networks also apply to anyone using the Forsyth Technical Community College campus network connection to the Internet.

Network Access

1. Use of the Forsyth Technical Community College campus network is restricted to authorized users who have been assigned a login ID and password by the Academic Computer Center.
2. Authorized users are responsible for the proper use of their accounts. This includes the protection of their login ID's and passwords as well as other responsibilities outlined in this agreement.

Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina community college system.
2. Activities for the purpose of professional development and maintaining currency.
3. Activities for the purposes of instruction, curriculum improvement, and promotion of communication between Forsyth Technical Community College and other academic communities.

Prohibited Activities

The following are intended as guidelines and are not to be considered conclusive.

1. Providing any unauthorized user access to the Forsyth Technical Community College academic network.
2. Intentionally creating, modifying, or copying files to or from any areas to which the user has not been granted access.
3. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users.
4. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of process name.
5. Accessing any network computer or directories on any network computer that the user has not been authorized to use.
6. Using of the Forsyth Technical Community College network or Internet connection to transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation or would likely be highly offensive to the recipient or recipients thereof.
7. Using of the Forsyth Technical Community College network or Internet connection for commercial purposes such as advertising or selling commercial offerings.
8. Performing any activity that would infringe upon or invade another individual's privacy.
9. Violating of the Virus Eradication Act by knowingly propagating or introducing a computer virus, worm, or trojan onto the network.
10. Performing any action that would violate the federal Telecommunications Act of 1996, including, but not limited to, illegally accessing secured computer systems.
11. Performing any action that would violate copyright laws and software license agreements.

Account Ownership

Network accounts and Internet access are services provided to students, staff and faculty by Forsyth Technical Community College. Forsyth Technical Community College reserves the right to terminate network accounts and Internet access without prior notice.

Account Liability

Account users are solely responsible for all activity with respect to their account.

Account Abuse Notification

In the event of an account violation(s), Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

Privacy Notification:

You DO NOT have a reasonable expectation of privacy with regard to your account, including, but not limited to, your e-mail, files, and all other account activity.

Student Activities

Student Government Association (SGA)

The Student Government Association promotes interest in student affairs both on and off campus. When you pay your activity fee, you automatically become an SGA member in good standing and are afforded all the rights and privileges of general membership.

The Student Government Association is composed of all current Forsyth Technical Community College students and is served by the Student Government Council (SGC). The Student Government Council consists of the student government officers, Alpha Mu Beta Fraternity members, and other Student Government Council representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry, or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council

The Student Government Council is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics, and make positive personal changes without fear of criticism.

The Student Government Council manages the Student Activities budget and meets in business sessions. During the meetings, the members address student issues, plan and produce student activities such as "Spring Fling," blood drives, leadership workshops, and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, team work, project management, and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or work with advertising, student publications, and other public information duties. SGC also represents the student body to the college administration. The SGC president serves on the FTCC Board of Trustees and reports to the SGC about Board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration.

Alpha Mu Beta

Alpha Mu Beta is the service fraternity of the SGC. Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed yet disciplined fellowship that encourages growth. Ambassadors have the opportunity to produce such events as the Angel Tree, Martin Luther King Celebration, and many other service projects for the benefit of the college family and community.

Flight Line Program

The Flight Line Program is a sophisticated way to engage the students in tracking their work on the Student Government Council for structure and for their own satisfaction. This program quantifies the student's efforts. It also satisfies the institution's need to measure results and the Student Activities Staff's need to know concretely how their efforts are bearing fruit. This record also serves as an "extracurricular transcript" for students to use in applications to other colleges, for financial aid and as substantiation for resumes. The members of the Student Government Council have formed a Flight Line Committee that is currently in the process of fleshing out the program. The Flight Line Committee is a standing committee that constantly reviews and revises it as the student body ebbs and flows over the years. Flight Line awards were selected to symbolize some of the pioneers in flight that did more than invent technology and take machines through the air. The flight metaphor was chosen to represent the ultimate dream of humanity--to fly free beyond the illusions of our limitations.

Membership Requirements

If you have any questions about applying for membership in the Student Government Council or any other program, contact the Student Activities Supervisor, Ext. 7326, or the Student Activities Secretary, Ext. 7509. To become a member of one of the Student Government programs, you must:

1. **Check your Cumulative Grade Point Average.**
   Ambassadors are required to maintain a 3.0 GPA. Student Government Council members must maintain a 2.5 GPA.
2. **Be registered for the correct number of credit hours.**
   Student Government Council members must be registered for one credit hour per semester. Ambassadors must be registered for at least six hours per semester.
3. **Fill out a Student Government Council Application.**
   Applications may be picked up in the Student Activities Center in Snyder Hall. Student Government Council applicants need not have the application signed by your dean at this point. Ambassadors must have the application signed by a faculty or staff member.
4. **File the Application.**
   Take your application to the Student Activities Center in Snyder Hall or mail it to:
   Eddie Waddell, Forsyth Technical Community College
   2100 Silas Creek Parkway, Winston-Salem, NC 27103.

Interview Process

Students who apply for a position in the Student Government Council must undergo an interview process. The program's advisor will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the Student Activities Supervisor. All SGC candidates are required to complete an Orientation Program.

Student Recreation

Student recreation programs are offered through the Student Activities Office. Sports offered are determined by your interest and the availability of faculty coaches. Forsyth Tech typically offers men's basketball, coed volleyball, and women's fastpitch softball teams. Teams compete intercollegiately.

Student Activities provides a number of recreational activities that are available for all students at Forsyth Tech. The Student Activities Office is open to ideas and suggestions for recreation activities for students.

The gymnasium on the Forsyth Tech West Campus is not available for use on a regular basis. Arrangements for use of the gym must be made through the Student Activities Office, and all activities must be supervised by Forsyth Tech personnel.

Constitution

Forsyth Technical Community College
Student Government Association
Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

ARTICLE I: NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

ARTICLE II: OBJECTIVES

Section 1. To encourage an interest in our campus, college activities, and student body concerns.

Section 2. To promote a mutual respect among the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the student activities supervisor, hereafter referred to as the SAS, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the SAS.

ARTICLE III: COMPOSITION

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, SAS and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.

Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.

Section 6. The SAS shall be the senior advisor to the SGC.

ARTICLE IV: MEETINGS

Section 1. The SGC will meet with the SAS on a bimonthly basis.

Section 2. By majority vote, the SGC may elect to become inactive during summer term.

Section 3. Meetings are the second and fourth Monday of each month and open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGC, the SAS, or the president of the college may call a special SGC meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and SAS. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the SAS.

ARTICLE V: DUTIES

Section 1. The President shall:

A. Call and preside at all SGC meetings.
B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
E. Represent the SGC in all relations with school officials and with other institutions.
F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

Section 2. The Vice President shall:

A. Be an assistant to the president and assume the duties of the president in the president's absence.
B. Assume the duties of the president should the president resign.
C. Oversee all committees of the SGC and serve as an ex-officio member of these committees unless appointed as an official committee member.
D. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:

A. Maintain and distribute the minutes of all meetings of the SGC.
B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAS.
C. Coordinate all incoming and outgoing correspondence.
D. Be responsible for reminding all representatives of meetings.
E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

A. Maintain the financial reports of the SGC.
B. Assist the SAS in maintaining the inventory of all equipment and materials owned by the SGC.
C. Submit a financial report at all regular meetings of the SGC.
D. Serve as chairperson of the budget committee.
E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:

A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
B. Serve as liaison to the TECHNICALLY SPEAKING staff.
C. Serve as chairperson on the Poster and Publicity Committee.
D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
E. Assist in all other areas as requested by the president.

Section 6. The Parliamentarian shall:

A. Guide the SGC in matters of parliamentary procedure.
B. Shall advise the president in matters regarding the SGC constitution.
C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
E. Shall chair the SGC Interview Committee.

Section 7. All representatives, including those holding office, shall:
- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
- B. Participate in at least 75% of all SGC projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.
- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)
- F. Be subject to one semesters probation for dropping below GPA requirements.

ARTICLE VI: COMMITTEES

Section 1. Standing committees shall include:
- A. budget,
- B. poster/publicity,
- C. Flight Line,
- D. Interview Committee,
- E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:
- A. All committees not meeting on a regular basis.

Section 3. Members of committees shall:
- A. Serve as chairperson of no more than one standing committee at a time.
- B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex-officio member of all committees.)

ARTICLE VII: VACANCIES

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

ARTICLE VIII: ALPHA MU BETA FRATERNITY

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of FTCC, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

ARTICLE IX: GRIEVANCE PROCEDURES

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAS.

Section 2. The grievance will then be reviewed by the officer and the SAS and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

ARTICLE X: IMPEACHMENT

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
- B. Does not perform the duties as assigned in the Constitution.
- C. Exhibits conduct unbecoming an SGC member.
- D. Academic probation by FTCC.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAS and the highest uninvolved officer or representative.

Section 3. The SAS and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.

Section 5. The Review Committee must call a special meeting of the SGC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:
- A. Reason for dismissal will be read.
- B. The highest uninvolved officer will substantiate the reason for dismissal.
- C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- D. A vote will be taken and the majority will rule.

ARTICLE XI: AMENDMENTS

Amendments to this Constitution shall be proposed by a representative of the SGC or the SAS at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

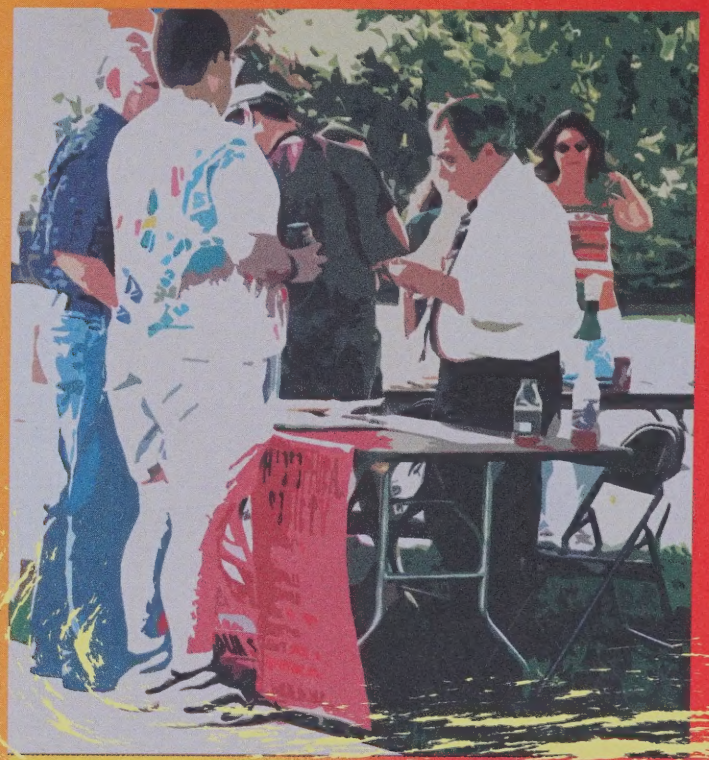
ARTICLE XII: BY-LAWS

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAS. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

Dr. Desna Wallin
Forsyth Tech President
&
Jaimie Brown
1999 - 2000 Forsyth Tech SGA President

CLUBS	ADVISOR	PHONE
Architectural Technologies	Herb Burns	Ext. 7342
Association of Information Technology Professionals	Merrill Gordon	Ext. 7408
Future Advocates for Children's Tomorrows (F.A.C.T.)	Pat Whisnant	Ext. 7309
International Cultural Exchange Club	Joy Lester	Ext. 7485
Law Enforcement Technologies Epsilon Delta Gamma	George McSwain	Ext. 7271
Medical Assisting Student Organization (MASO)	Laura Durham	Ext. 7362
Phi Theta Kappa	Kim Wyatt	Ext. 7460
Philosophical Society	Dr. James Fortuna	Ext. 7454
Student Practical Nurses Organization	Carolyn Rajacich	Ext. 7416
Student Nurses Association	Linda Potter	Ext. 7418
Student Medical Sonographers	Anne Conner-Day	Ext. 7291
SPORTS TEAMS		
Men's Basketball	Eddie Waddell	Ext. 7326
Women's Softball	Gary O'Neal	Ext. 7509
Coed Volleyball	Barry Lawing	Ext. 7461

You are invited to join the Forsyth Technical Community College Student Government Council, clubs, and sports teams. For more information call 723-0371, Ext. 7326 or 7509.



ForsythTech
COMMUNITY COLLEGE

10,000 copies of this public document were printed with Student Activity funds by authority of the Student Government Association at a cost of $7,033.40 or $0.70 per copy.
91297-5/99